**CEO JOB DESCRIPTION**

**Job brief**

We are seeking an experienced CEO to manage day-to-day operations of our company. The right candidate must be ready to build and model a great company culture, provide inspired leadership to our executive team, establish a great working relationship with the board of directors and set a course for company strategy.

**Responsibilities**

* to provide overall leadership for the Corporation;
* to develop and maintain an effective organizational structure for the Corporation by
* delegating to senior management the functions and responsibilities required to run the
* operations and growth of the Corporation while retaining oversight and ultimate
* responsibility over the discharge of these functions;
* to foster a culture that promotes ethical practices and encourages individual integrity, as
* set out in greater detail in the Corporation’s Code of Business Conduct;
* to maintain a positive and ethical work climate that is conducive to attracting, retaining
* and motivating a diverse group of top-quality employees at all levels;
* to implement the Corporation’s annual corporate budget, and to report on the
* achievement of objectives contained in that corporate budget;
* to report to the Board and act as a liaison between senior management and the Board;
* to evaluate management operations and financial performance and report to the Board on such results;
* in conjunction with the Board, to conduct ongoing strategic planning and establish long term goals for the Corporation;
* to assist the Board with policy development and risk analysis;
* to develop and assess the performance of senior management; and
* to ensure the Board has the required access to information.

**Requirements**

* A Bachelor’s Degree is required with a minimum of 7 years’ experience in a senior management position. As CEO, this individual demonstrates critical competencies in the following broad categories:
* Corporate Compliance: The CEO is a former or current compliance officer with at least 5 years’ experience in the compliance field, with some experience in international compliance.
* The CEO is willing and able to write and be active in compliance related social media on a regular basis. This leader has the ability to discuss compliance issues, trends, and other matters at a high level in print, speaking and in social media. The CEO is able to represent and advocate for the profession.
* Business Acumen: As SCCE/HCCA’s leader, this position requires an individual with knowledge and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management:
* Knowledge in the following areas is required: Human resources, finance, oral and written communications, planning and evaluating, and governance.
* A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the compliance community.
* Possesses a high emotional IQ.
* Maintain a positive office culture.
* Act with the highest levels of ethics and integrity.
* Effectively manage people.
* Be able to accept good new ideas and implement them quickly.
* Be able to effectively explain why the organization can’t implement certain ideas.
* The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.